



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
111 SOUTH 10TH STREET
ST. LOUIS, MO 63102**

CAREER OPPORTUNITY

Position: Clerk of Court

Vacancy Announcement Number: CLK-2014

Location: St. Louis, Missouri

Salary Range: JSP 17 – JSP 18 (\$154,726 to \$167,000), depending on qualifications and experience

Date Posted: March 11, 2014 Closing Date: April 11, 2014

Position Summary

The United States District Court for the Eastern District of Missouri is seeking qualified applicants for the position of Clerk of Court. The Clerk of Court is appointed by the District Judges and serves under the direction of the Chief Judge of the Court. The Eastern District of Missouri consists of eight Active Article III judges, three Senior Article III judges and seven Magistrate Judges. In addition to St. Louis, the district has courthouses in Cape Girardeau and Hannibal, Missouri.

Position Duties

This is a high-level management position. As the Court Unit Executive of the Clerk's office, the Clerk of Court is responsible for managing the operational and administrative duties of the office and ensuring compliance with statutory requirements. Duties include, but are not limited to, the following:

Consulting with and making recommendations to the Judges regarding court policies and procedures;

Creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer-service based organization;

Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court;

Hiring and assigning personnel, as well as designing and managing training programs;

Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;

Preparing and managing the annual budget;

Directing the court's financial service function including purchasing, juror payments, and accounting functions;

Managing jury operations and making recommendations as required to improve juror utilization;

Conducting special studies as directed and preparing statistical and narrative reports;

Managing space and facilities and working with the General Services Administration (GSA);

Working with other court units in the Eighth Circuit and nationally; working with the Administrative Office of the United States Courts and with the Federal Judicial Center;

Working with legislative offices and with executive branch agencies of the federal government, and with state and local governmental authorities as needed; and

Working with members of the bar and the public to improve the delivery of court services and to foster respect for and understanding of the judicial system among non-attorney members of the public.

Occasional travel outside of the district is required, as well as regular trips to the additional courthouses located in Cape Girardeau and Hannibal, Missouri.

Qualification Standards

To be qualified for appointment, candidates must meet the following standards:

Education: A bachelor's degree from an accredited college or university is required. A graduate degree, and/or degree in business, court administration, or other related field is desired. A law degree (J.D. or equivalent) is preferred.

Experience: This position requires a minimum of 10 years of progressively responsible administrative experience in public service or the private sector, and the candidate must have a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least 3 of the 10 years of experience must have been in a position of substantial management responsibility. Experience should include operational knowledge of the courts, financial management, budget and staffing planning and projections, space and facilities management, human resources management, and knowledge of information technology management.

Practice of Law: An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement, provided that the practice has included some management experience.

Law Clerk: An attorney who has served as a judicial law clerk in a federal court may substitute said clerkship on a year-for-year basis for the management or administrative experience requirement.

By statute, the Clerk of Court must reside in the district.

Additional Preferences

Federal or state court experience is highly desirable; experience in the federal judiciary is preferred.

Operational knowledge of the courts and electronic case filing is preferred; knowledge of legal terminology and court procedures is required.

Exceptional interpersonal skills are required, including the ability to successfully lead others, sustain a high level of organizational excellence, articulate management priorities, foster strong and effective working relationships, and work collaboratively with others. The Clerk must successfully work with judicial officers, employees, and the public. The Clerk must foster an environment where employees feel valued and encouraged to think creatively and where the needs of the public and the bar are met in a cooperative and helpful manner.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause by the court. Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

Background Investigation Requirements

The candidate selected for this position is required to undergo an FBI Background Check and Investigation. The appointment will be made provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees in high-sensitive positions are subject to updated background investigations every five years.

Procedures for Applying

Submit a cover letter, AO 78 Application for Judicial Branch Federal Employment (located on the U.S. Court's web site at www.uscourts.gov), résumé, and at least three job and/or personal references to:

U.S. District Court - Eastern District of Missouri
Attn: Nicole Rode – Confidential (CLK-2014)
111 South 10th Street
St. Louis, Missouri 63102
Nicole_ode@moed.uscourts.gov

Please do not fax application materials. Incomplete application materials will not be considered. Interested individuals should also visit the court's web site at www.moed.uscourts.gov.

Applicants must be U.S. citizens or eligible to work in the United States.

Selection will be made consistently with the provisions of the Equal Opportunity Plan adopted by the court for the Eastern District of Missouri.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed

Only candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that the position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

**The U.S. District Court for the Eastern District of Missouri
is an Equal Opportunity Employer**